



A MESSAGE FROM THE CHANCELLOR'S CABINET

August 13, 2014



We are pleased to announce that the District has selected Workday, Inc. to integrate our Human Resources, Payroll and Finance systems into a more comprehensive and seamless system. This selection came after a rigorous yearlong evaluation in which cross-functional teams from across the District analyzed our business processes, drilling down into operations such as purchasing, payroll and employee onboarding to determine how we could increase efficiency and improve customer service. Workday was selected after extensive interviews with vendors who would best serve our needs. I want to thank the more than 30 team members who participated in this analysis and review.

The need for a new HR/Payroll and Financial system was identified in our [Technology Master Plan](#). The Workday application will replace outdated systems in our District that we've had for more than 20 years. Our existing systems are disjointed, inefficient and inadequate, and expose the District to increasing challenges in reporting and compliance.

When Workday is installed, its state-of-the-art cloud-based system will have many benefits for our employees. It's a user-friendly secure system that allows the District to go paperless, helping the environment and providing a more transparent process. It will provide a single data source, eliminating the need to make duplicate entries on multiple systems.

Workday provides 24/7 access from any location through computers, tablets or smart phones, allowing employees to perform many functions online. With Workday, a District employee can go online to

- Submit your timesheet
- Check your vacation balance
- Make a vacation request
- Enroll in benefits
- Change your contact info

A project of this magnitude will require a significant investment of time and money. Implementation is estimated to take about 18 months. The good news is that this technology infrastructure is part of our Proposition V plan, and the implementation costs will be paid for with our bond funds.

District and college staff, partnering with Sierra-Cedar, Inc. and Strata Information Group, will be implementing the system, with Sheri Willis as our project manager. Our first priority will be bringing up the HR/Payroll system, which will allow us to gain fiscal independence from San Diego County Office of Education oversight.

We will have our first training sessions this month for key personnel, and we will hold open houses on our campuses and District Services this fall so all employees will have an opportunity to learn more about Workday.

We are very excited about this project that will modernize and streamline our business systems. Although it's going to be a lot of work, we are confident that the end result will be vastly improved HR/Payroll and Finance systems and significantly improved services to employees and students. Feel free to reach out to any of us to get involved and share your best thinking along the way.

Thanks for your support!

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Chancellor

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